

Scope of Work

ROOF REPLACEMENT
OF A GOVERNMENT
OWNED RESIDENCE

RESIDENCE BUILDING

JUNE/08/2021

Scope of Work

1. DESCRIPTION OF SERVICES

The US Embassy, Brussels has a requirement for roof replacement of a government owned property. The works shall be done as per drawings and pictures, scope of work, specifications and General contract conditions. This project requires an experienced contractor execute the job.

The contractor shall provide all labors, material tools, equipment, supervision and other related items required to complete the project as per scope of work, specification and attached drawings.

Contractors are advised to visit the site, verify the existing site conditions to develop their proposal.

2. SCOPE OF WORK

The general scope of work for roof replacement can be summarized as follows (Refer drawings):

A. Demolition/Remove the existing roof and structures.

- Removal of roof tiles and battens etc.
- Chimney works at the roof.
- Appropriate drainage roof tiles etc.
- Safe disposal of the debris.

B. Zinc Works

- The existing hanging gutters and drainage pipes are retained.
- Delivery and installation of new valley gutters in zinc (0.8 mm)
- Supply and install connection roof tiles with slope and façade with appropriate material.
- Supply and installation of connection roof tiles with chimney.
- New drainpipe in zinc (0.7 mm)

C. Roofing Tiles and closure works

- Placement of shelter, slats, and roof tiles.
- Installing ridge with ventilation system (bottom ridge)
- Grinding valley gutters.
- Placement of scaffolding.

D. Roofing materials etc.

- Delivery and install shelter (size 22 mm)
- Delivery and install counter battens, battens, valley gutter boards etc.

- Delivery and placing necessary sealant materials.

E. Insulation works

- Delivery and installation of appropriate insulation materials.
- Necessary finishing works

Bill of Materials (Roof Replacement)

Refer drawing#01

Line Item	Description	Unit	Quantity	€/ Unit	€ (TOTAL)
0	Site preparation, Mobilization and Demobilization				
1	Roofing (Structure and Tiles)				
2	Demolition Works, Modification and Repairs (Debris Safe disposal)				
3	Drainage Works				
4	Insulation Works				
5	Additional associated works (Sealants at the critical Joints etc.)				
	TOTAL				
	VAT				
	TOTAL PROJECT COST (WITH VAT)				

3. CONDITIONS OF CONTRACT

i. **General**

This is a firm fixed price job for the entire work and amount quoted shall include all work described in attached drawings, scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account. Contractor's staff is subject to such restriction for entry and exit as are required by the Embassy's security requirement. Contractor's staff will be subject to security cleared as required by the Embassy.

Contractor shall restore all surfaces disturbed by construction to match with existing finish. Any deviation from the original contract/ scope of work shall be informed to COR before work begins. No additional work or changes will be carried out without a contract modification.

ii. **Responsibilities**

Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and equipment etc., required for completion of the work in all respect and as per the scope of the work.

iii. Expenses

All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.

The Contractor shall be responsible to carry out all the works to that is required to restore the disturbed area to its original texture and color, this includes but not limited to plastering, painting, touch up painting, sanding, tiling etc.

The contractor shall maintain existing utilities indicated to remain and protect them against damage during the project. Damages caused by works, shall be repaired by the contractor at no additional cost to the Government. The contractor shall transport from site all debris, rubbish, and materials resulting from operations and dispose of site on a daily basis in accordance with local regulations.

Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work.

Contractor shall not proceed with next activity until previous activity will be checked and approved by COR. Contractor shall mentioned all inspection dates in the schedule chart.

Contractor should keep the site clean and accessible to Embassy employee all time.

iv. Specifications

Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.

v. Execution of Work

Site Visit:

A site visit will be held on MM, DD, YYYY at 10:00 AM. Prospective offerors/quoters should contact the at email address BrusselsBids@state.gov prior MM DD, YYYY, to obtain exact address and to arrange entry to the Residence. Note that the entire site visit may possibly take 1 to 2 hours. Drawings and Specifications will be provided during the site visit.

The Contractors are advised to review the material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work.

On award of the work, Contractor shall submit all items below via email:

- a) Bar chart within 3 days for approval by the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the COR in advance regarding anticipated problems through the project.
- b) Proposed start date
- c) Weekly schedule/activity plan for the duration of the project prior to the start *date*.

For dismantling/blocking or making connection to any existing services or any shut-down, contractor shall inform the COR at least three working days in advance and proceed with the work only after the permission from the COR.

THE DURATION OF THE PROJECT MUST BE MENTIONED IN THE OFFER.

vi. Materials

All materials used on this work shall be new and conforming to the contract specifications as per US and local codes.

Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for pre-approval.

All materials used on the project shall be approved by the Contracting Officer Representative (COR) before use. Any changes/substitutes on material shall be approved by COR before proceeding.

vii. Storage of Materials

All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

viii. Site clearance and cleanup

The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from Residence premises, maintaining a neat site condition.

On completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.

ix. Workmanship

Workers working on the site shall be skilled in their job and have related job experience.

x. Working hours

Working hours shall be 8:30 A.M. to 4:30 P.M Monday to Friday. No work shall be done on Saturdays and holidays without the prior approval of the Contracting Officer.

xi. Security clearance

The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the COR at least 24 hours in advance for material deliveries.

Contractor shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

xii. Safety

Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction.

The Contracting Officer and the Post Occupational Safety and Health Officer [POSHO] reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner.

Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor's expense.

Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants or equipment.

Contractor will use all safety gadgets e.g. hard hats, cotton gloves and goggles as required on site to avoid the accident.

Any equipment or work considered dangerous shall be immediately discontinued.

xiii. Warranty

The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contractor further guarantees that if, during a period of

three years from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his expenses.

4. DRAWINGS



DRAWING#1 (LAYOUT PLAN)

END OF SCOPE OF WORK